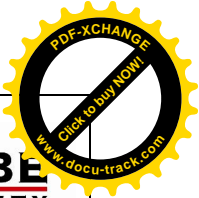
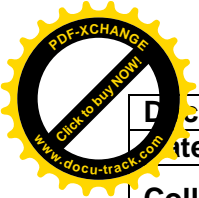


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## OS-HELP LOANS POLICY

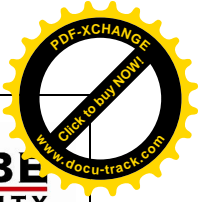
<b>Purpose/ objectives</b>	The Commonwealth Government gives a number of OS-HELP loans to the University annually to help eligible undergraduate students undertake part of their study overseas in formal exchange programs. This Policy and associated Procedure explain the criteria and processes that the University will apply to allocate the loan funds.
<b>Scope/ Application</b>	<ul style="list-style-type: none"> <li>• all campuses</li> <li>• all undergraduate award courses</li> <li>• all undergraduate students who meet the eligibility criteria set out in the OS-HELP Loans Fund Procedure</li> </ul>
<b>Policy Statement</b>	<p>The total funds provided by the Commonwealth Government each calendar year for OS-HELP Loans will be initially distributed across the University's faculties and campuses using a prescribed EFTSL formula published in the OS-HELP Loans Guidelines. This formula will be reviewed annually on 31 March for the coming year.</p> <p>OS-HELP money can be used for any of the expenses incurred when studying overseas, such as airfares, accommodation and settling expenses.</p> <p>Closing dates for OS-HELP Loan applications will be set each year for the upcoming year by 31 March. The dates will be published in the <i>Handbook</i> and on the OS-HELP Loans website.</p> <p>OS-HELP loans will be allocated to eligible students by an OS-HELP Loan Selection Committee (OHLSC) as detailed in the OS-Help Loans Fund Procedure.</p>
<b>Supporting Procedures</b>	OS-HELP Loans Fund Procedure
<b>Responsibility for implementation</b>	Fees and HECS Office, Academic Services Division
<b>Responsibility for monitoring implementation and compliance</b>	Director, Academic Services
<b>Status</b>	Revised. Previous version approved by Academic Services Division 06/2007. The implementation of the latest version of this policy supersedes all previous versions of this policy.
<b>Key stakeholders</b>	<p>Students</p> <p>Faculties</p> <p>Student Financial Services Office</p> <p>Equality and Diversity Centre</p>



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	Department of Education, Employment and Workplace Relations Australian Taxation Office
<b>Approval Body</b>	Director, Academic Services
<b>Initiating Body or person(s)</b>	Student Financial Services
<b>Definitions</b>	<p>ATO: Australian Taxation Office</p> <p>CSP: Commonwealth Supported Place</p> <p>DEEWR: Department of Education, Employment and Workplace Relations</p> <p>EFTSL: Equivalent Full-time Study Load. For example, in most courses La Trobe University considers 120 credit points to be equivalent to a full-time study load in an academic year.</p> <p>OHLSC: OS-HELP Loan Selection Committee</p> <p>OHLRC: OS-HELP Loan Review Committee</p> <p>Overseas Higher Education Institution: An institution that is geographically located outside Australia and that offers units of study which, when completed by a student from La Trobe University, will be credited towards a La Trobe University award.</p> <p>TFN: Tax File Number</p> <p>WAM: Weighted Average Mark</p>
<b>Related legislation</b>	<i>Higher Education Support Act 2003 as amended</i>
<b>Related Policy and other documents</b>	Students' Loan Fund Policy
<b>Date Effective</b>	17 October 2008
<b>Next Review Date</b>	September 2009
<b>Keywords</b>	exchange program, OS-HELP, loan
<b>Owner/Sponsor</b>	Director, Academic Services
<b>Author</b>	Senior Fees and HECS Officer / Policy Consultant, Academic Services Division



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